ATE OF CALIFORNIA
PARTMENT OF CALIFORNIA HIGHWAY PATROL

# REA MANAGEMENT EVALUATION CCUPATIONAL SAFETY

1P 453M (Rev. 5-06) OPI 009

AREA DIVISION NUMBER

Modesto Central #65

EVALUATED BY
Sergeant J.M.Mears 12/09/2008

ISTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this rm is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer dividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information in be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, complishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This im can be completed in pen or pencil, and the Supplement can be handwritten if desired.

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	employees believe the Commander places a high importance	on safety in the work p	lace.		
	selected field officer agreed that the Commander is actively i	nvolved with the Occu	oational Safety Program	n. Additions	ally, the
(2)	What is the commander's attitude regarding occupational safe	ety? An area sup	ervisor, a special duty	officer and a	randomly
(1)	Commander active in injury/illness case management?			☑ Yes	☐ No
Co	nmander actively involved in program?			☑ Yes	□ No
'ARTI	NOATION	EVALUATED YES	ACTION REQUIRED NO	CORRECTED	
(7)	Are employees providing suggestions toward goal attainment	!?		☑ Yes	□ No
(6)	Are employees knowledgeable about goals and achievement	s?		☑ Yes	□ No
(5)	Is CHP 113, Accident and Injury Report, posted or readily ac	cessible?		☑ Yes	☐ No
	· · · · · · · · · · · · · · · · · · ·				
	increasing or decreasing.				
(4)	Why are they increasing/decreasing? Accidents and is	njuries appear to be cor	sistent over the past th	ree years and	d are not
(3)	Are injuries increasing?			Yes	☑ No
(2)	Are accidents increasing?			Yes	☑ No
(1)	Accurate reporting on CHP 113, Accident and Injury Report?			☑ Yes	□ No
_	goals being accomplished?	*		☑ Yes	□ No
(7)	Is input from all levels considered before goals are established	ed?		√ Yes	☐ No
(6)	Are goals consistent with departmental objectives?	,		✓ Yes	☐ No
(5)	Are goals realistic?			☑ Yes	☐ No
(4)	Are goals appropriately categorized?			☑ Yes	□ No
(3)	Are illness and non-serious/non-traumatic injuries excluded			☑ Yes	☐ No
(2)	Are environmental factors, exposure factors, and past exper		when setting goals?	✓ Yes	□No
(1)	ifety Manual, Chapter 13?  Are goals developed in accordance with departmental policy	?		✓ Yes	□ No
	the command familiar with the Occupational Safety Program a	s outlined in HPM 10.6,	Occupational	☑ Yes	□No
GOA	S AND ACCOMPLISHMENTS	YES	NO REQUIRED	CORRECTED	
] Yes	☑ No BY	ulyu	2	61.15	.69
LOW-U	REQUIRED Correction Report	COMMANDER'S REVIEW		DATE	
_	ALUATION  nal Evaluation	12/31/08	55 (#		
	The completed in perior perior, and the expression can	SUSPENSE DATE			

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(3)	Occupational safety issues discussed at staff meetings an	nd training days?		☑ Yes	□No
(4)	Are safety issues in the meeting minutes?			☑ Yes	☐ No
(5)	Commander comments regarding safety issues in perform	nance evaluations?		☑ Yes	□ No
(6)	Does the commander ensure use of appropriate safety eq	uipment?		☑ Yes	☐ No
b. Are	managers/supervisors actively involved in the program?			☑ Yes	☐ No
(1)	Are managers/supervisors involved in case management?			☑ Yes	☐ No
(2)	Do they have the appropriate attitude?			☑ Yes	□ No
(3)	Are managers monitoring supervisors' progress and efforts	s to attain goals?		☑ Yes	□ No
(4)	(4) Are supervisors monitoring employees' efforts?				☐ No
(5) Do managers comment on safety issues in performance evaluations?				☑ Yes	☐ No
(6)	Do supervisors comment on safety issues in performance	evaluations?		☑ Yes	□ No
(7)	Do managers/supervisors ensure the use of proper safety	equipment?		☑ Yes	☐ No
c. Are	employees actively involved in the Occupational Safety Pro	ogram?		☑ Yes	☐ No
(1)	(1) Are employees involved in their case management?				☐ No
(2) Are employees knowledgeable about salety goals:				☑ Yes	☐ No
(3)	Are they aware of the command's achievements?			☑ Yes	☐ No
(4)	Are employees practicing safety while performing their duti	es?		☑ Yes	☐ No
(5)	Are employees reporting unsafe conditions and/or work pra	actices?		☑ Yes	☐ No
(6)	Do employees work cooperatively to minimize hazards?			☑ Yes	☐ No
(7)	oo employees offer suggestions to improve occupational s	afety?		☑ Yes	□ No
(8)	s employee equipment properly used and maintained?	•		☑ Yes	☐ No
/CCIDE	NT AND INJURY TRENDS	EVALUATED YES	NO REQUIRED	CORRECTED	
ı. Comr	nander's method of identifying trends? The Com	mander identifies trends	by reviewing the CHP	113 and solid	cits
inform	nation form the area supervisors.				
		Ni .			
			N		
(1) A	re accidents and injuries being monitored to identify trend	s?		☑ Yes	☐ No
(2) Is	the Occupational Safety Committee reviewing CHP 113, og of Occupational Injuries and Illnesses, entries, prior me	Accident and Injury Reponeting minutes?	ort, OSHA 300,	☑ Yes	☐ No
(3) A	re personnel in the command aware of current and potent	ial trends?		☑ Yes	☐ No
- What	corrective action has the command taken when a trend ha	as been identified?	The area supervisors	evaluate eac	h injury
and a	ccident as they occur. Corrective actions which have a def	fined trend are addressed	immediately to preven	nt further inci	dents from
occur	ing. Currently the area has had no identifiable trend that	needs to be corrected.			

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	(1	<ul> <li>Are commanders, managers, and supervisors actively imp</li> </ul>	lementing correc	tive actions?	☑ Yes	□ No
C		MAND OCCUPATIONAL SAFETY COMMITTEE (COSC)	YES	ACTION REQUIRED NO	CORRECTED	
 a	. W	hat is the composition of the COSC? The Command Oc	ccupational Safet	y Committee is comprised of	f Captain Dunca	n as the
( <del>1111</del>	Cl	nairperson, Sergeant Mahnke as the Area Occupational Safet	y Coordinator an	d the four remaining as com	mittee members	The
	co	mmittee has representation from each of the bargaining units	3,			
_	(1)	Is there representation from each collective bargaining uni	1?		☑ Yes	☐ No
	(2)	Management and supervisory representation?			☑ Yes	☐ No
_	(3)	Command Safety Coordinator assigned?			✓ Yes	☐ No
	(4)	Command Safety Coordinator active and effective?			∀es	☐ No
_	(5)	Are committee assignments rotated?			☑ Yes	☐ No
	(6)	COSC meetings held quarterly?			☑ Yes	☐ No
	(7)	Are meetings held more frequently when goals are not beir	ng attained?		☑ Yes	☐ No
-	(8)	Do all committee members attend the meetings?			☑ Yes	□ No
b.	Аге	eroles and responsibilities defined in accordance with IIPP?			✓ Yes	☐ No
-	(1)	Do committee members understand their roles and respons	sibilities?	12	☑ Yes	☐ No
	(2)	Is an agenda prepared prior to the meeting?			☑ Yes	□No
	(3)	Are departmental and Division Occupational Safety meeting	gs minutes readi	y available?	∀es	□ No
	(4)	Are these minutes utilized for Area meetings?			☑ Yes	□ No
-	(5)	Are assignments given during Area meetings?			☑ Yes	☐ No
c.	Min	utes prepared for the COSC meeting?			☑ Yes	☐ No
	(1)	Recording secretary appointed?		120	Yes	☑ No
	(2)	Minutes posted on command's Occupational Safety Board?	•		✓ Yes	☐ No
	(3)	Are minutes included in IIPP file?			☑ Yes	□ No
	(4)	Minutes maintained current year, plus three?			☑ Yes	□Nọ
	(5)	Minutes forwarded through channels?	All .			☐ No
 ,,	ls th	ne COSC effective?		100.1	✓ Yes	□ No
<del>et</del>	(1)	Are COSC recommendations clear, concise and pertinent to	the command?		☑ Yes	☐ No
	(2)	COSC proactive to eliminate potential causes of accidents a	and injuries?		☑ Yes	□ No
	(3)	COSC disseminate current information and training regarding	ng health and sa	fety issues?	☑ Yes	☐ No
€.	Do	all personnel receive current information regarding health an	d safety?			□ No
e	Are (	outside agency safety programs utilized as a resource?			Yes	☑ No
3.	Doe	s the command maintain an effective health and safety com	munications syst	em?	☑ Yes	□ No

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(1) Potential hazards reported on CHP 113B, H	(1) Potential hazards reported on CHP 113B, Hazard Report/Inspection?			☐ No
(2) Are findings of the 113B, Hazard Report/Ins	pection, report disseminated acco	ording to policy?	✓ Yes	☐ No
(3) Do all members of the command participate	in distribution of safety and healt	h information?	✓ Yes	☐ No
(4) COSC minutes posted in a timely manner?				☐ No
(5) Required posters prominently displayed?			✓ Yes	☐ No
(6) COSC maintain the Command Occupational	Safety Bulletin Board?		√ Yes	☐ No
(7) Are responsibilities for the Occupational Safety Bulletin Board contents assigned to specific members?			√ Yes	☐ No
DOCUMENTATION EVALUATED ACTION REQUIRED CORF			CORRECTED	
a. STD 261s, Authorization to Use Privately Owned filed in the employee's field folder?	Vehicles on State Business, com	npleted annually and	☑ Yes	☐ No
b. DMV INF 254, Government Agency Request for I to request driver's license record check and filed	Oriver License/Identification Recoin the employee's field folder?	ord Information, utilized	☑ Yes	□ No
c. OSHA 300, Log of Occupational Injury and Illness	es, utilized?		☑ Yes	☐ No
(1) Are required injuries and illnesses logged?			√ Yes	☐ No
(2) Entries made within six working days of notification of an employee injury or illness?			☑ Yes	☐ No
(3) Is lost-time and limited-duty documentation accurate?			√ Yes	☐ No
(4) Retention according to policy?			☑ Yes	☐ No
(5) Readily accessible for review by Cal-OSHA?			☑ Yes	☐ No
(6) Previous calendar year log posted during Feb	oruary?		☑ Yes	☐ No
d. Are CHP 113s, Accident and Injury Report, compi	led accurately?		☑ Yes	☐ No
(1) Commander review and sign?			✓ Yes	☐ No
(2) CHP 113s and attachments processed in a tir	mely manner?		☑ Yes	☐ No
e. Does the command utilize the CHP 113A, Safety I	nspection Checklist?		✓ Yes	☐ No
(1) Are semiannual safety inspections conducted	?		☑ Yes	☐ No
(2) Are safety hazards identified?		11130 20 300	√ Yes	☐ No
(3) Is corrective action taken within 30 days?				☐ No
(4) CHP 113A, Safety Inspection Checklist, maint	ained with IIPP and retained acc	cording to policy?	☑ Yes	☐ No
. Are unsafe conditions identified and documented o			✓ Yes	☐ No
(1) Measures taken to correct situation within 30	days?		☑ Yes	☐ No
(2) Copy of CHP 113B, Hazard Report/Inspection	, filed or attached to IIPP?		☑ Yes	☐ No
Are the CHP 121 series thoroughly and accurately			✓ Yes	☐ No
(1) Supervisory comments in-depth, clear, and co			√ Yes	□ No
(2) Commander signature on appropriate forms?			☑ Yes	□No
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(3) Routed within time frames?					√ Yes	☐ No	
h. Is CHP 208, Accident Prevention Report, thoroughly and accurately completed?					☑ Yes	□No	
(1) Supervisor comments in-depth, clear, and concise?					☑ Yes	□No	
(2) Commander review?				☑ Yes	□No		
(3) Commander signs appropriate form?					☑ Yes	☐ No	
(4	4)	Properly routed within time limits?				☑ Yes	□No
i. Aı	re	injuries and accidents documented on CHP 442, Individual	Accident, Injury	and Safety	Recognition Record?	✓ Yes	□No
(1) Are CHP 442s, Individual Accident, Injury and Safety Recognition Record, current?				☑ Yes	☐ No		
(2) Safety recognition emblem summary current?			☑ Yes	☐ No			
j. Are CHP 712As, Injury and Illness Prevention Program Orientation and Review, kept current?			ent?	☑ Yes	☐ No		
(1	1)	Is specific safety training documented on CHP 712, Employ	vee Emergency	Action Pla	n Review?	☑ Yes	☐ No
(2	2)	Copies maintained with IIPP file?				☑ Yes	☐ No
ULUI	R	Y AND ILLNESS PREVENTION PROGRAM	YES		ACTION REQUIRED NO	CORRECTED	
a. Command specific IIPP on file?					☑ Yes	□ No	
(1) Is the program effective?				☑ Yes	□ No		
(2) Contains all required documents?				☑ Yes	☐ No		
(3) Discussed with all employees?				☑ Yes	□ No		
(4) All employees understand their roles and responsibilities?			☑ Yes	☐ No			
(5) Each employee completed CHP 712A, Injury and Illness Prevention Program Orientation and Review?			☑ Yes	☐ No			
(6)	•	New employees review and complete CHP 712A, Injury and and Review?	Illness Prever	ntion Progra	am Orientation	☑ Yes	□No
(7)	)	Are unsafe hazards or conditions identified, investigated, co	rrected, and d	ocumented	?	☑ Yes	☐ No
(8)	)	Is required documentation maintained according to policy?				☑ Yes	□ No
COM	VIL	UNICATION WITH DOSH	YES		ACTION REQUIRED	CORRECTED	
a. En	np	ployees aware of procedures regarding DOSH inspections?				☑ Yes	☐ No
 э. Сс	om	nmand's documents readily available for review by DOSH Co	mpliance Offic	ег?		☑ Yes	☐ No
AZA	HAZARDOUS SUBSTANCE PROGRAM YES ACTION REQUIRED NO				CORRECTED	2004	
ı. Do	Does command have a written Hazardous Substance Program for substances used within that command?					☑ Yes	☐ No
(1)	(1) Are hazardous substances identified and properly labeled?					☑ Yes	□ No
(2)		Warning signs posted?				☑ Yes	☐ No
(3)		Material Safety Data Sheets readily available?				☑ Yes	□ No
(4)	_	Employees receive training?		6		☑ Yes	□No

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(5) Training documented?			√ Yes	☐ No
(6) Employees informed of their right to applicable medi	ical and exposure informa	ation?	√ Yes	☐ No
HAZARDOUS EXPOSURE CONTROL PROGRAMS	YES YES	ACTION REQUIRED NO	CORRECTED	
a. Activities identified within command that may require exp	oosure to hazardous cond	ditions?	√ Yes	☐ No
(1) Appropriate engineering and/or administrative control	ols implemented?		☑ Yes	☐ No
(2) Protective equipment provided in accordance with be	argaining unit agreement	s?	✓ Yes	□ No
(3) Employees trained on use and maintenance of equip	oment?		☑ Yes	☐ No
(4) Training documented?		Catalian III III III III III III III III III I	√ Yes	☐ No

SUBJECT: AUDIT - Chapter 12 inspection (Oc	cupational Safety) DATE: 12/09/2008 COMMENTS
SECTIONS	Sergeant Mahnke, ID 10201, is the Modesto Area Occupational Safety Coordinator and provided information regarding the Area Occupational Safety Program. Additionally, one special duty and one field officer were polled regarding the area's Occupational Safety Program. The Modesto Area follows HPM 10.6, HPM 10.7 and guidelines set forth in the Injury and Illness Prevention Program (IIPP) to ensure a successful program.
1. Goals and Accomplishments	The Modesto Area has developed reasonable and realistic goals for itself by reviewing the past three years injuries and accidents to establish their goals. The CHP 113 is utilized to track their goals. Currently the area is on track and should not exceed their goal. The area attributes some of their success to the following:  1. Consistent and diligent attention to the SROVT's at briefings.  2. Discussions at area training days regarding work place safety.  3. Monthly evaluations promoting occupational safety.  4. Supervision and Management's desire to create a safe work place.
2. Participation	According to Sgt. Mahnke, the Commander is very supportive and active in the Occupational Safety Program. Area supervisors routinely make comments on employee's monthly evaluations regarding safety issues. The commander makes it a point to mention area safety concerns at training days. Area employees said they had little knowledge of the Occupational Safety Program, but after a few minutes of talking with the employees it was apparent they knew the concept of the program and knew more than they realized. Employees have an understanding that it is their responsibility to work safely and when an unsafe condition exists it needs to be addressed immediately. Currently, the area Occupational Safety Coordinator does not attend the Divisions Occupational Safety Committee (DOSC) meetings. The DOSC meetings are attended by another sergeant. The DOSC is informative and should be part of the COSC coordinators responsibilities to attend more regularly.
3. Accidents and Injury Trends Refer to report	Refer to inspection report.
4. Command Occupational Safety Committee (COSC)	The COSC meeting is held regularly each quarter shortly after the Division Occupational Safety Committee meeting. The minutes are prepared by the COSC Coordinator. A copy of the minutes is posted in the briefing room and another copy forwarded to Division. The members of the committee know their roles and responsibilities and the committee appears to be effective. The area office has numerous occupational safety posters through out the office. The posters are easily viewed for all to see.

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5. Documentation	The STD261's (Authorization to use privately owned vehicles on state business) are completed annually at the time of each employees annual evaluation. The area currently has no need to utilize outside agencies as resource. The CHP 113a (Safety Check List) is used semi annually to identify potential hazards. Any discrepancies are resolved within a timely manner. The CHP113 is posted in the briefing room for review. The OSHA300 is kept in an Area's command file available for review. The CHP208 (Accident Prevention Reports) are reviewed through the chain of command for accuracy.
6. Injury and Illness Prevention	The area has a complete IIPP on file and available in the area's publications library. Employées are aware of the purpose of the IIPP and aware of its location. The IIPP contents appear to be up to date and current. Upon the arrival of new employees to the area, part of the orientation process is to have employees familiarize themselves with the IIPP and its location in the area's publications library.
7. Communication with DOSH	Polls of two employees showed that they were aware of the Department of Occupational Safety (DOSH) inspections. They both knew the command's documents were kept in the publications library located in the front office if ever asked by a DOSH compliance officer during an inspection.
8. Hazardous Substance Program	The area currently has a written hazardous substance plan for substances used within the command. The area utilizes a City of Modesto Hazardous Materials Area Response Plan. The City of Modesto requires their forms and documents be utilized to be in compliance with local statute. The Material Safety Data Sheets are readily available in the sergeant's office library.
9. Hazardous Exposure Control Programs	The hazardous exposure control programs are contained in the City of Modesto Hazardous Materials Area Response Plan. The City of Modesto requires their forms and documents be utilized to be in compliance with local statute.
	Overall, the Modesto Area Occupational Safety Program is successful. This is no one thing that can be attributed to this, but Modesto employees have a sense of working safety everyday. The office is clean and well organized, which may play a part in its success. The area has reasonable goals set and is on track to meet them. There appears to be no apparent reason this should change in the near future.